



STATE OF NORTH DAKOTA  
**OFFICE OF STATE TAX COMMISSIONER**  
RYAN RAUSCHENBERGER, COMMISSIONER

DATE: March 14, 2016  
TO: Alcohol Beverage Licensee  
RE: Electronic Filing System Change

We are excited to announce electronic filing for alcohol beverage taxes will be available in Taxpayer Access Point (TAP) beginning May 1, 2016. All reports prior to this date will be submitted through our current system, Excel file emailed to [alcoholtax@nd.gov](mailto:alcoholtax@nd.gov). Beginning May 1, 2016 all reports will need to be uploaded through TAP. If you are new to TAP, we encourage you to complete steps 1 and 2 below before May 1. Here's how to get started (If you're already on TAP, skip to "Once you have a TAP Logon"):

**New to TAP?**

Step 1: Sign up for a TAP logon by visiting our main TAP website at [www.nd.gov/tax/tap](http://www.nd.gov/tax/tap). Choose the access level that best describes your role with the agency and complete the information. You will receive an authorization code by mail or email, depending on the access level you choose. *(Your TAP Logon should not be shared with anyone. If multiple people wish to have access, please have each person sign up for their own TAP Logon.)*

Step 2: Once you receive your authorization code, go to our main TAP website at [www.nd.gov/tax/tap](http://www.nd.gov/tax/tap) and enter your TAP Logon and password. The first time you log into your TAP account, you will be prompted to enter this authorization code. *(You may discard the authorization code after you have successfully accessed your TAP account.)*

**Once you have a TAP Logon:**

Depending on the access level you chose, you may now need to add access to specific tax accounts. Select "Add/Grant Access" on the top right and choose "Add Access to Another Account." You will be prompted to enter account specific information including a letter ID specific to the account you are trying to access. We will be mailing you a letter on Monday, April 25 that contains the information required to complete this step. Once all information is verified by our system, you will be granted immediate access (usually less than 1 minute) to the specific tax account.

Please contact us with any questions or concerns.

Taxpayer Access Point  
Phone: 701.328.1257  
Email: [TAPhelp@nd.gov](mailto:TAPhelp@nd.gov)

OR

Alcohol Beverage Section  
Phone: 701.328.3158  
Email: [alcoholtax@nd.gov](mailto:alcoholtax@nd.gov)